

**THE MUNICIPAL CO – OPERATIVE BANK LIMITED, MUMBAI**

**TENDER FOR 5000 COPIES OF 74<sup>th</sup> ANNUAL  
REPORT UNDER OFFSET PRINTING PROCESS ONLY.**

Tender invited by

THE MUNICIPAL CO OP. BANK LTD., MUMBAI  
Municipal Bank Bhavan  
245, P. D'mello Road, Fort  
MUMBAI 400 001

Telephone: 022 – 22717881 /22717882  
Email: [mcbank@mcbmumbai.com](mailto:mcbank@mcbmumbai.com)

Business Hours

On Weekdays: -

1st, 3rd & 5th  
Saturdays: -



11.00 a.m. to 1.30 p.m.  
&  
2.00 p.m. to 5.00 p.m.

## INVITATION FOR TENDER

The Municipal co-op. Bank Ltd., Mumbai invites sealed Tender for 5000 copies of 74<sup>th</sup> Annual report under offset printing process only.

1	Name / Nature of the work	5000 COPIES OF 74 <sup>th</sup> ANNUAL REPORT UNDER OFFSET PRINTING PROCESS.
2	Quantity	5000
3	Last date and time of submission of Tenders	10/06/2026 up to 5.00 PM
4	Tender issued Date	To be downloaded from bank's website: <a href="http://www.mcb.bank.in">www.mcb.bank.in</a> from 01/06/2026 (upload date)
5	Time limit for execution	90 days
6	EMD Cost	EMD will be Rs.5,000/- by way of CASH or DD / PAY ORDER drawn in favor of <b>"The Municipal Co-Operative Bank Ltd., Mumbai"</b> payable at Mumbai.

- Kindly place EMD in separate envelope and document envelope separately attach to the tender.
- The Bank reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. The bank's decision in this regard will be final and binding on all applicants.
- The tenders will be opened by the Chairman, General Purpose Committee in its meeting in the presence of Committee Members. The decision of the Committee in that respect shall be binding upon all tenderers.
- The sealed envelope superscribed as **"Tender for 5000 Copies of 74<sup>th</sup> Annual report under offset printing process only."** should be dropped on or before 10/06/2026 up to 5.00 pm, in the "Tender Box" kept at the office of

The General Manager,  
The Municipal Co-operative Bank Ltd., Mumbai  
Municipal Bank Bhavan,  
245, P. D'mello Road, Fort,  
Mumbai 400 001.

- The Bank will not be responsible for any delay or late submission of the tender or any loss arising therefrom in any manner whatsoever.

**Sd/-**  
**General Manager**  
**The Municipal Co-operative Bank Ltd., Mumbai**

**:- TERMS, CONDITIONS AND SPECIFICATIONS: -**

- 1) Quotations should not be filled in by Pencil.
- 2) a) Rates should be quoted inclusive of all taxes and expenses.  
b) Unless specific mention is made by the tenderer for the extra payment of tax on the prices quoted by them, it will be presumed that the prices quoted are inclusive of taxes payable. Where the contractor is able to obtain a refund of the whole or part of the tax paid, to him under GST he should reimburse the bank to the extent of the refund obtained. He should mention the amount of percentage to what extent he will be in position to do so. The contractor should also note that the prices quoted by him include the tax paid by him at source, under GST no subsequent claim for such tax paid by him at the source will be entertained.
- 3) **The Printer must own FOUR colour offset Printing Press in Mumbai. Supporting documents shall be submitted with tender documents.**
- 4) The Printer who are on Bank's approved list and the outsider Printer whose annual sales turnover is 12 lacs or above and who has to substantiate the same by submission of the relevant financial papers certified by Chartered Accountant Certified copies of GST Registration Certificate, Registration under Bombay Shop and Establishment Act, Income No. (PAN) etc. are only eligible to submit the tender.
- 5) The Printer will have to deposit Rs.5,000/- as EARNEST MONEY DEPOSIT (E.M.D.) along with tender by the way of Demand Draft/Pay Order (not by Cheque) in the name of The Municipal Co-operative Bank Ltd., Mumbai. The tenderer whose tender is approved will have to deposit 10% amount of value of the order as Security Deposit for execution of order of supply of the annual reports. If the tenderer fails to comply with the conditions, E.M.D. and the Security Deposit will be forfeited. Please note no interest is payable on EMD and Security deposit.
- 6) No interest will be paid on Earnest Money Deposit. The Deposit of the successful tenderer will be refunded to him 30 days after the date of satisfactory completion of the work. In the case of others, Earnest Money Deposit will be refunded after placing the work order to the successful tenderer.
- 7) No advances should be paid by the bank, and the tender should be valid for a period of 3 months.
- 8) The claim for an increase in prices will not be considered in any case.
- 9) The Printer should quote the rates all inclusive i.e. paper, labor, positive, negative, printing, cutting, pinning, delivery, artwork of cover & inside pages etc.

- 10) The Bank reserves the right to forfeit the deposit if it is found that there is a delay in executing the job work at any stage and the performance of the contract is not as per term and conditions/specification of the tender.
- 11) Printer should write specifically the name of Press, Quality & Weight of paper on sample paper, otherwise the tender will not be considered.
- 12) Printers are bound to supply the material as per the Bank's tender specification. (Bank required quality Mill paper as per tender specification).
- 13) The printing matter will be delivered to the printer from time to time and the printer should deliver all the Annual Reports **within 10 days from receipt of the last proof.**
- 14) The Printer should quote the rate per page as per details given below: -
  - (A) INNER PAGES: Approximately 56/60/64/68/72 pages  
To be printed in two colours.  
Inner pages of following Specifications:  
Quality of paper:  
70 GSM Ballarpur-Maplitho White Printing paper  
SIZE: 23" X 36" = 18.69 Kg.
  - (B) ART PAGES Number 8/12 (4 Cover pages + 4/8 Pages of Photographs)  
To be printed in 4 colours (Photographs also to be printed)  
130 GSM Art Paper  
SIZE 23" x 36" = 34.72 Kg.

**The size of the Annual Report will be 8" x 11".**

The above sample papers are available at Head Office of the Bank for ready reference. Two sample papers of each size are required. As per bank specification only **(Unless Printer submits the samples along with the tender, tender will not be accepted. The size of sample papers should be 12" x 12".)**

- 15) As regards Artwork of Cover pages and pages of Photographs the design should supplied by the Printer will be asked to prepare design in 6-7 types as per our requirement and hence the Printer should quote cost of Artwork design and processing etc. separately in the quotation. The cover pages and pages of photographs should be printed in FOUR Colours.

- 16) The Printer should not destroy the approved proof positive, negative, Artwork and plates of the printing matter till 30 days from the date of delivery of last report. The report should be properly bound by Central Pinning at two places.
- 17) The Printer should deliver all 5000 copies including 500 laminated copies of 74<sup>th</sup> Annual Report at 245, P.D. Mellow Road, Fort, Mumbai.
- 18) Numbering should be made from 1 to 5000 on reports. The reports should be packed in a Bundle of 100 Reports. Free delivery of these reports will have to be made at Head Office and Branch Offices of the Bank as per our instructions.
- 19) **The Bank reserves the right to reject the defective items or deficit in order quantity and charge penalty 10% of order value and printer will be responsible to resupply the annual report as per Bank's tender specification within stipulated time.**
- 20) The Bank must be kept informed of the progress of the delivery of annual reports and intimation should be sent upon final completion of the contract.
- 21) In the event of Supplier's inability to supply the Annual Reports by the stipulated date, this office must be informed, and no supplies will normally be accepted by the Bank if delivered late except on production of a specific sanction from this office.
- 22) The Printer should submit the bill in duplicate with G.S.T. registration No. & mention the rate of G.S.T. including its amount in the bill separately.
- 23) The GST registration of vendors under Mumbai is mandatory.
- 24) Delay/wrong / nonpayment of GST/ any applicable taxes may attract legal action against vendor, any such loss arises to the Bank due to vendors negligence, vendors has to make good the same at your risk & cost.
- 25) The supplier should provide memorandum of draft bill so that appropriate entries pertaining to GST should be known.
- 26) **PAYMENT:** - After successful delivery of annual reports as per terms and conditions laid down by the Bank, the delivery will be physically inspected and tested and thereafter the payment will be made within 30 days from the date of successful completion of delivery.
- 27) Income Tax (TDS etc.) at the appropriate rate will be deducted as per the provisions of the prevalent income Tax Act from the amount of bill payable to the contractors/suppliers.

**28) If the copies of 5000 Annual Reports are not delivered in time, & printer fails to deliver the reports as per condition No.13 above then the penalty will be charged in following manners.**

- i) If the delivery is made within 7 days from the scheduled date, the penalty will be charged @ Rs.500/- per day of delay.**
- ii) If the delivery is made 7 days after the scheduled date, the penalty will be charged Rs.500/- per day or 5% on the value of supply, whichever is higher as late charges.**

29) If the printers cannot supply the materials as per Bank's tender specification, then Bank will recover 10% as a penalty on the value of the supply and the defective items will be returned and the supplier will be responsible for the re-supply of goods as per the bank's tender specification within specified time schedule & with no extra cost.

30) If you fail to deliver the annual reports fully or any part of thereof within the period prescribed for delivery, the General Manager of the Bank will charge a penalty as prescribed in clause 28 and be able,

- a) To print the annual reports from elsewhere on Printer's account and at Printer's risk the annual reports so undelivered or other of similar description where other exactly complying with the particulars are, in the opinion of the General Manager, The Municipal co-op Bank Ltd., Mumbai (which shall be final) not readily procurable without canceling the contract in respect of consignments not yet due for delivery. OR

**b) To cancel the Contract.**

In the event of the action being taken under Sub clause (a) above you shall be liable to make good for any loss which the Bank may sustain by reason of the higher price of the annual reports so printed or otherwise. Howsoever, the decision of the General Manger of The Municipal Co-op Bank Ltd, Mumbai shall be final as regards the acceptability of annual reports supplied by the printer and General Manager of the Bank shall not be required to give any reason in writing or otherwise at any time for the rejection of the annual reports.

**-: GENERAL DIRECTIONS TO TENDERERS: -**

- 1) The General Manager does not bind himself to accept the lowest or any tender.
- 2) Tenderers must distinctly understand that they will be strictly required to confirm to the conditions of this tender form contract as contained in each of the clauses & the plea of "Custom Prevailing" will not on any account be admitted as an excuse on their part for infringement of any of the conditions.
- 3) **Each page of the terms and conditions should be signed and stamped by the tenderer indicating his acceptance of the same and it should be enclosed along with the tender of the rate in a sealed cover.**
- 4) Any subsequent modification of the rates or alteration in the particulars communicated after the tenders are opened will not be accepted and tenderers will be bound by terms of the tender already submitted by them.
- 5) If any of the instructions are not fulfilled, the tender will not be considered.
- 6) Bank Reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 7) **No tender will be accepted unless it is properly sealed.**
- 8) The person whose tender is accepted shall hereinafter be called the Supplier, which shall include his heirs, executors, administrators and assignees.
- 9) The security deposit will be refunded after satisfactory completion of supplies of annual reports at the end of the tender period or extended period as the case may be and after deducting the dues from the supplier if any. No interest is payable by the Bank on the security deposit.
- 10) The said Security deposit shall stand forfeited, appropriately adjusted in full, in the event of: -
  - a. The supplies in part or in full are not affected in accordance with the delivery schedule.
  - b. In the event of rejection of consignment on account of sub-standard product not in conformity with the specifications, terms and condition of the tender.
- 11) The court at Mumbai alone shall have jurisdiction to decide any dispute arising out of or in respect of this contract.

PI. Note: The printer must own four colour offset printing press in Mumbai.  
GST percentage must be mentioned.

Signature of the Tenderer.

Name:

Designation

Place:

### Tenderer's Detail Form

Sr. No.	Description	Details
1	Name of the Agency/ Organization	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers E-mail id	
5	Savings /Current account number	
6	Name of the Bank	
7	Name of the Branch with Complete Address	
8	IFSC Code	
9	PAN Number (photocopy of PAN card to be attached)	
10	GST Registration No. (Enclose the copy of certificate issued by the Authorities)	

## FORM OF APPLICATION

(On Tenderer's letter Head)

Date: -

To,  
The General Manager,  
The Municipal Co-Op. Bank Ltd., Mumbai  
Municipal Bank Bhavan,  
245, P. D'mello Road, Fort,  
Mumbai - 400 001.

Dear Sir,

**SUB: - TENDER FOR 5000 COPIES OF 74<sup>th</sup> ANNUAL  
REPORT UNDER OFFSET PRINTING PROCESS ONLY.**

1. I/We have read and understood the instructions and other terms & conditions furnished in the tender published on the Municipal Bank's Website in respect of the captioned subject and hereby agree to abide by the said conditions. I/we hereby submit my/our application for the captioned subject. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
3. I/We clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our tender is liable to be rejected. Further, if I am/we are appointed as the 'Executing Agency' for the above subject, on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong or untrue, false or incorrect, my/our contract with the Bank is liable to be terminated forthwith at the discretion of Bank, at any stage, without any notice and without any compensation whatsoever for such termination.
4. I/We understand and agree that the decision of Municipal Bank in selection of the contractor is final and binding to me / us.

Thanking You,

Yours faithfully,

Signature of the Tenderer:

Name:

Designation:

Place: